



Memorandum # 43/2003

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
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Joseph E. Connarton, *Executive Director*

MEMORANDUM

TO: All Retirement Boards

FROM: Kevin P. Blanchette, Deputy Executive Director

RE: 2003 Disability Retiree Data

DATE: December 22, 2003

In order to maintain an accurate and current disability retiree database, we request that you review the attached list and make all necessary status changes that occurred in the year 2003. These changes should be made when a member is deceased, is confined to a nursing home, has waived his/her allowance, has returned to active status, or has had a change of address.

Also, please fill out the enclosed ***New Member Data*** form in its entirety for all new retirees approved by your board for an accidental or ordinary disability in 2003. You should make additional copies of the blank form if needed. It is imperative that all information be returned to PERAC no later than **January 16, 2004** to ensure accuracy in our member database prior to our mailing of the Annual Statements of Earned Income.

Copies of the Annual Statement of Earned Income Form and related instructions to the retirees will be shared with you so that you can become familiar with the forms and documents going to each disability retiree.

Thank you for your continued cooperation in this matter. Should you have any questions, please direct them to Sandra King at 617-666-4446, ext. 947.